

**Planning Services**  
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Application for tree works: works to trees subject to a tree preservation order (TPO)  
 and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting [www.planningportal.gov.uk/apply](http://www.planningportal.gov.uk/apply)

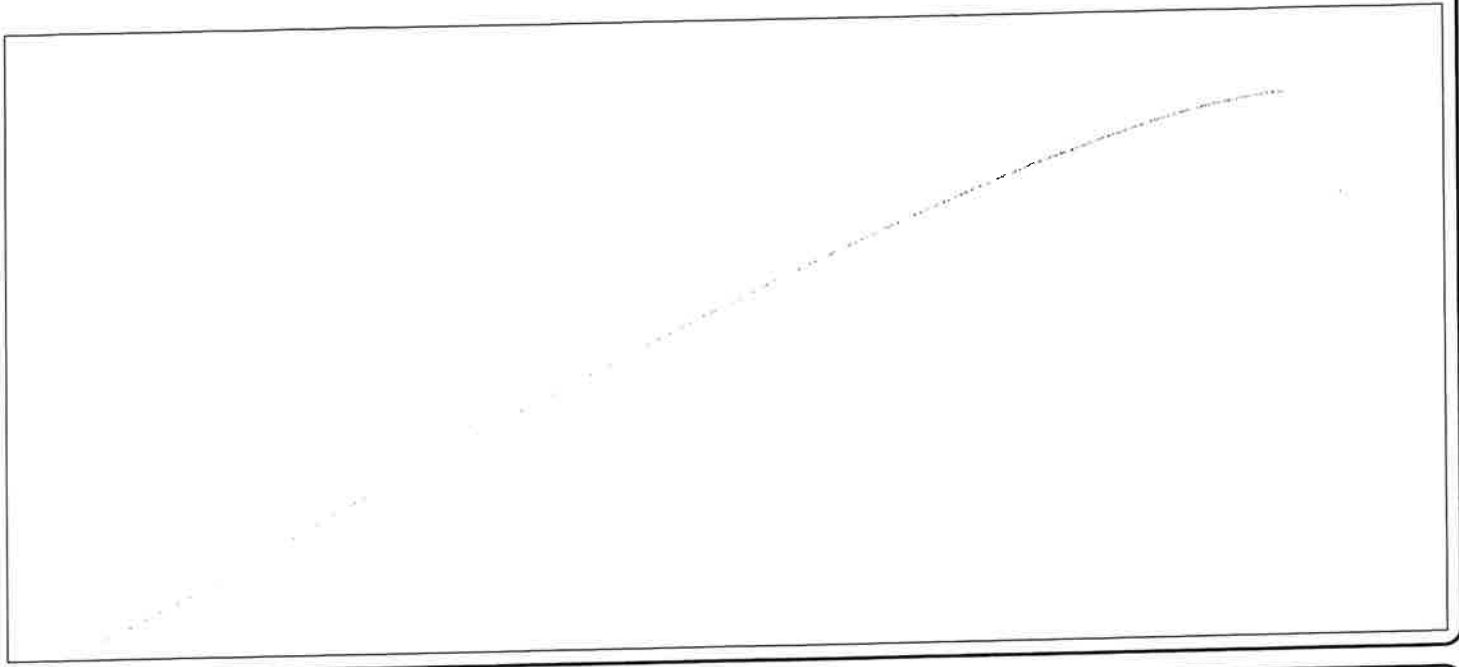
**Publication of applications on planning authority websites**

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.  
 You must use this form if you are applying for work to trees protected by a tree preservation order (TPO). (You may also use it to give notice of works to trees in a conservation area).  
 It is important that you read the accompanying guidance notes before filling in the form. Without the correct information, your application / notice cannot proceed.

1. Applicant Name and Address		2. Agent Name and Address	
Title:	<input type="text" value="MR"/> First name: <input type="text" value="GRAHAM"/>	Title:	<input type="text"/> First name: <input type="text"/>
Last name:	<input type="text" value="ALLISON"/>	Last name:	<input type="text"/>
Company (optional):	<input type="text"/>	Company (optional):	<input type="text"/>
Unit:	<input type="text"/> House number: <input type="text" value="4"/> House suffix: <input type="text"/>	Unit:	<input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>
House name:	<input type="text"/>	House name:	<input type="text"/>
Address 1:	<input type="text" value="SOUTH AVENUE"/>	Address 1:	<input type="text" value="N/A"/>
Address 2:	<input type="text"/>	Address 2:	<input type="text"/>
Address 3:	<input type="text"/>	Address 3:	<input type="text"/>
Town:	<input type="text" value="NORWICH"/>	Town:	<input type="text"/>
County:	<input type="text" value="NORFOLK"/>	County:	<input type="text"/>
Country:	<input type="text"/>	Country:	<input type="text"/>
Postcode:	<input type="text" value="NR7 0EY"/>	Postcode:	<input type="text"/>

## 7. Identification Of Tree(s) And Description Of Works continued ...



## 8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

### For all trees

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

### For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. it is diseased or you have fears that it might break or fall:  Yes  No  
If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives.  Yes  No  
If YES, you are required to provide for:

#### *Subsidence*

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

#### *Other structural damage* (e.g. drains, walls and hard surfaces)

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

### Documents and plans (for any tree)

Are you providing separate information (e.g. an additional schedule of work for Question 7)?  Yes  No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

